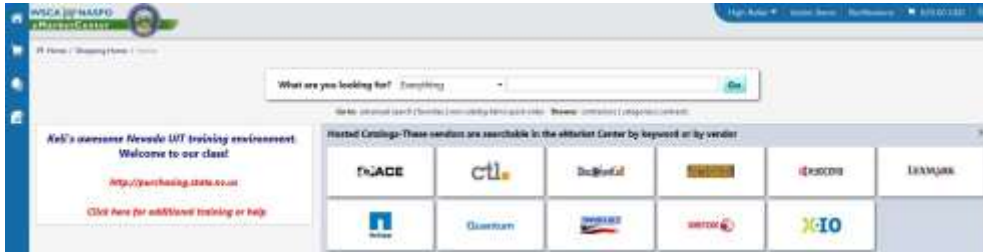




WSCA-NASPO eMarket Center Shopping Guide

SHOPPING OVERVIEW

You can shop several different ways in WSCA-NASPO eMarket Center. There are two distinct catalog types loaded in the eMarket Center. A hosted catalog search searches numerous catalogs within the system and returns the closest matches from various contractors. A Punch-out takes you to an individual contractor's website and allows you to shop only at that site.




HOSTED CATALOG SEARCH




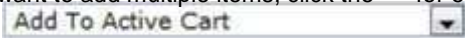


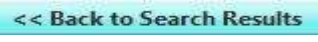
1. Click on the  icon in the upper-left side of the screen.
2. Enter the keyword for the item you are searching for in "What are you looking for?"
3. Click the  button.

From the results page, you can add an item or multiple items directly to your cart, or compare several items side by side.

ADD TO CART


From the search results page, click on the  next to the item(s) you wish to add to your cart, you can also adjust the quantity of the item(s) before adding to cart.

COMPARE MULTIPLE ITEMS

1. Click the  link next to the items you wish to compare, at least two items must be selected before comparison is available.
2. Select the  button at the top of the search results to view a side by side comparison of the selected items.
3. If you want to add multiple items, click the  for each item you wish to add, select  and then .
4. Alternatively, you can select  to put an item or items in your cart.
5. Once you are finished comparing items, select  to go back to the search results.

PUNCH-OUT SEARCH




Because a punch-out connects you directly to a vendor's site, the shopping experience for each punch-out will vary by vendor.

1. Click on the vendor icon in the Punch-out section of the search screen. This will take you to the vendor's site.
2. Shop on the site like you would any other ecommerce website.
3. Follow the website's instructions for checking out, which will bring the items back to your cart within the WSCA-NASPO eMarket Center.
4. If at any time during the punch-out you decide to stop shopping without anything in your cart, click the  button on the top right hand side of the screen to return to the WSCA-NASPO eMarket Center.

NON-CATALOG SHOPPING

The WSCA-NASPO eMarket Center also allows you to shop for items that you may get as a quote from a vendor that does not currently have a hosted or punch-out catalog. An example of when this function may be used is when you wish to purchase a product that is an extremely difficult configuration or a onetime large volume purchase. To enter a non-catalog item you will use the Non-Catalog Form:



1. Click on the Non-Catalog Item link under the search bar.
2. Search for the Supplier by entering the vendors name at the top of the form. Or click on .
5. The information in Bold on the form is required, so be sure to include the Catalog number, Quantity, and exact final Price for each item.
6. Once all the pertinent information has been entered, select the  option from the bottom of the form.
7. If you wish to add additional non-catalog items select the  from the bottom of the form.